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25 June 2009 [shall come into force on 28 June 2009];

2 March 2010 [shall come into force on 6 March 2010];

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29 January 2019 [shall come into force on 1 February 2019].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 241

Adopted 29 April 2003

**By-laws of the Ministry of Culture**

*Issued pursuant to*

*Section 16, Paragraph one of the State Administration Structure Law*

**I. General Provisions**

1. The Ministry of Culture (hereinafter – the Ministry) is the leading State administration institution in the culture sector which includes the sub-sectors of copyright, protection of cultural monuments, archives, architecture, design, folk art, theatre, music, museums, libraries, visual art, publishing, literature, cinematography and cultural and creative industry education.

[*18 December 2012; 2 September 2014*]

2. The Ministry shall be directly subordinate to the Minister for Culture (hereinafter – the Minister).

3. The Ministry shall be the higher institution for the State administration institutions that are subordinate to the Ministry.

**II. Functions, Tasks and Competence of the Ministry**

4. The functions of the Ministry shall be:

4.1. to draw up a cultural policy;

4.2. to organise and coordinate the implementation of the cultural policy;

4.3. to organise the construction of buildings and structures of State cultural objects;

4.4. to manage State and international projects and programmes for the construction of State cultural objects;

4.5. to facilitate the development of the activities of museums and to coordinate the development thereof (regardless of the status of the museum);

4.6. to supervise the National Museum Holdings, to facilitate the preservation thereof and to coordinate the acquisition strategy;

4.7. [14 December 2010];

4.7.1 to draw up a national policy in the field of social integration;

4.7.2 to draw up a mass media policy;

4.8. to perform other functions specified by external laws and regulations.

[*25 June 2009; 2 March 2010; 28 December 2010; 2 September 2014*]

5. In order to ensure the performance of functions, the Ministry shall:

5.1. facilitate the preservation of cultural heritage, the accessibility and promotion thereof;

5.1.1 implement the individual grant project “Documentation and preservation of the non-conformist heritage of the Soviet period for the collection of the Museum of Fine Arts” granted by the European Economic Area financial instrument;

5.1.2 ensure the construction of State cultural objects (including the design and building supervision of structures) and the acceptance into service;

5.1.3 carry out procurement procedures for the construction of State cultural objects (also for the design and building supervision of structures);

5.1.4 promote the acquisition, preservation, research, accessibility and promotion of cultural heritage in the regions;

5.1.5 promote the development of contemporary art and the accessibility thereof in the regions;

5.1.6 implement a national policy in the field of social integration and facilitate the development of civil society and intercultural dialogue;

5.1.7 coordinate the development of a support system in order to promote successful integration of immigrants into society;

5.1.8 implement the supervision of the European Fund for the Integration of Third-Country Nationals;

5.1.9 coordinate the mass media policy to ensure the development of a high-quality, diverse, balanced and sustainable mass media environment conducive to the freedom of speech;

5.1.10 compile and analyse information related to the mass media policy;

5.1.11 ensure State recognition for exceptional cultural achievements of Latvia at the international level;

5.1.12 organise and control the spending of the State budget grant intended for the media ombudsman in accordance with the specified purpose;

5.1.13 organise the spending of the State budget grant intended for the implementation of media support programmes and the promotion of media literacy in accordance with the specified purpose;

5.2. create, maintain and develop information and communications systems necessary for the fulfilment of the function of the Ministry and cultural governance;

5.3. provide methodological assistance to the cultural authorities of Latvia;

5.3.1 organise and control the use of the State budget grant intended for the Latvian Association of National Cultural Societies for the specified purposes;

5.4. [14 December 2010];

5.4.1 ensure the prerequisites for the activities of museums and the professionalisation of museum personnel;

5.4.2 collect and analyse information in order to facilitate the circulation of cultural and historical heritage accumulated in museums in society;

5.5. perform other tasks specified by laws and regulations.

[*19 August 2003; 25 June 2009; 2 March 2010; 14 December 2010; 28 December 2010; 29 March 2011; 2 September 2014; 13 October 2015; 29 January 2019*]

6. The Ministry shall:

6.1. draw up draft legal acts governing the field and draft policy planning documents;

6.2. provide opinions regarding draft legal acts and draft policy planning documents drawn up by other authorities;

6.3. issue administrative acts in the cases specified by external laws and regulations;

6.4. ensure the implementation of the sectoral policy in the State administration institutions subordinate to the Ministry and in State capital companies in which the Ministry is a holder of the State capital shares;

6.5. prepare and, in accordance with the procedures laid down in laws and regulations, provide proposals regarding the financing from the State budget necessary for implementation of the measures provided for in laws and regulations and the respective policy planning documents and for carrying out the tasks of the Ministry;

6.6. according to its competence, represent the interests of the State in international organisations and institutions of the European Union;

6.7. supervise and coordinate the implementation of the European Community law in the field of audiovisual policy;

6.8. on behalf of the State perform private transactions that are necessary for ensuring the operation of the Ministry;

6.9. carry out inspections of the performance of functions as well as other inspections in the State administration institutions subordinate to the Ministry;

6.10. ensure the development of the applications of the State-commissioned research and promote effective utilisation of the research in the development of the sectoral policy;

6.11. in accordance with the procedures laid down in laws and regulations, cooperate with other State administration institutions in drawing up and implementation of a uniform State policy;

6.12. inform the public regarding the sectoral policy and the operation of the institutions subordinate to the Ministry, consult with non-governmental organisations in the process of taking a decision, promote social dialogue in issues related to the formulation and implementation of the policy, and also involve representatives of the public in the State administration.

[*10 May 2005*]

7. The Ministry has the right to:

7.1. in the cases specified by external laws and regulations, request and receive free of charge information and documents necessary for the implementation of the tasks of the Ministry from natural and legal persons governed by private law;

7.2. involve the representatives of ministries, other State administration institutions, local governments and other institutions in the solving of sectoral policy issues;

7.3. participate in events organised by international organisations, conclude international cooperation agreements, and coordinate international cooperation;

7.4. perform financial audits in the State administration institutions subordinate to the Ministry;

7.4.1 delegate individual tasks of State administration to local governments;

7.5. exercise other rights specified by laws and regulations.

[*28 December 2010*]

**III. Structure of the Ministry and Competence of Officials**

8. The work of the Ministry shall be managed by the Minister.

9. The Minister:

9.1. shall represent the Ministry without special authorisation;

9.2. shall give orders to the State Secretary and political officials of the Ministry;

9.3. shall give orders to the administrative officials and employees of the Ministry who shall inform a higher official thereof;

9.4. shall give orders to the administrative officials and employees of the State administration institutions subordinate to the Ministry and issue internal legal acts binding to them, insofar as it has not been laid down otherwise in external laws and regulations;

9.5. within the scope of the competence specified in external laws and regulations, shall supervise the operation of State administration institutions subordinate to the Minister or the Ministry, the operation of public foundations, capital companies in which the Ministry is a holder of the State capital shares, as well as the activities of officials, or authorise an appropriate Ministry official for such supervision;

9.6. may revoke internal legal acts, decisions and orders, except for administrative acts, issued by the Parliamentary Secretary, State Secretary and other administrative officials of the Ministry;

9.7. may revoke internal legal acts, decisions and orders, except for administrative acts, issued by officials of the State administration institutions subordinate to the Ministry, unless it has been laid down otherwise in laws and regulations;

9.8. shall appoint to the office and remove from the office the State Secretary of the Ministry and the heads of the State administration institutions subordinate to the Ministry, insofar as it has not been laid down otherwise in external laws and regulations;

9.9. shall determine the internal audit system in the Ministry;

9.10. shall enter into international agreements in accordance with the procedures laid down in external laws and regulations;

9.11. shall perform other functions laid down in laws and regulations.

[*8 March 2004; 10 May 2005*]

10. The Parliamentary Secretary shall perform the duties laid down in the State Administration Structure Law and other laws and regulations.

11. The State Secretary shall:

11.1. organise the drawing up of sectoral policy and strategy and the implementation of the sectoral policy;

11.2. manage the administrative work of the institution and organise the performance of the functions of the Ministry;

11.3. ensure the implementation of the orders of the Minister and the Parliamentary Secretary;

11.4. establish a rational structure for the performance of the functions of the Ministry;

11.5. plan financial resources for the State administration institutions subordinate to the Ministry;

11.6. take administrative decisions and issue internal legal acts;

11.7. represent the Ministry without special authorisation;

11.8. give direct orders to the administrative officials and employees of the Ministry;

11.9. ensure the continuity of operation of the Ministry if a change in the political management of the Ministry has taken place;

11.10. perform other functions of the head of a State institution of direct administration laid down in the State Administrative Structure Law and the functions laid down in other laws and regulations.

12. The State Secretary shall have deputies. The competence of the Deputy State Secretary, as well as the units of the Ministry directly subordinated to the respective Deputy State Secretary shall be determined by the State Secretary.

13. The units of the Ministry are departments, their divisions and independent divisions. The State Secretary shall establish, reorganise and liquidate departments, their divisions and independent divisions. Rules of procedure of departments, their divisions and independent divisions shall be issued by the head of the respective unit after coordination with the State Secretary.

14. Departments and independent divisions shall be subordinated to the State Secretary or his or her Deputy in accordance with the division of functions specified by the State Secretary.

15. A department shall be managed by the department director. The department director may have deputies. The competence of a department director and his or her deputies shall be determined in the description of the office of a public servant or in an employment contract.

16. An independent division shall be managed by the head of a division. The head of the independent division may have a deputy. The competence of the head of the division and his or her deputy shall be determined in the description of the office of a public servant or in an employment contract.

17. The Minister and the State Secretary may establish councils, working groups and commissions within the Ministry. Authorised representatives of other institutions as well as private individuals may be involved in the abovementioned authorities. By-laws of authorities shall be approved by the Minister or State Secretary accordingly.

**IV. Mechanism for Ensuring the Rule of Law in the Operation of the Ministry and Reports on the Operation of the Ministry**

18. The rule of law of operation of the Ministry shall be ensured by the State Secretary. The State Secretary shall be responsible for the establishment and operation of the system for verification of administrative decisions.

19. The State Secretary has the right to revoke decisions of administrative officials of the Ministry and internal legal acts.

20. The State Secretary shall take the decision on the administrative act issued by an administrative official of the Ministry or the actual action of an administrative official and employee contested by a private individual, unless it has been laid down otherwise in external laws and regulations.

21. A private individual may appeal the administrative acts issued by and actual action of the State Secretary to the court.

22. The Ministry shall, not less than once a year, provide the Minister with a report on the implementation of sectoral policy, the performance of the functions of the Ministry and utilisation of budget resources, as well as prepare an annual public report on the implementation of the sectoral policy in accordance with the procedures laid down in laws and regulations.

23. The Minister has the right to request a report at any time on the implementation of sectoral policy or policy of a separate field, as well as on the operation of a State administration institution subordinate to the Ministry.

**V. State Administration Institutions Subordinate to the Ministry and Capital Companies in which the Ministry is a Holder of the State Capital Shares**

[*10 May 2005*]

24. The following public institutions are subordinate to the Ministry:

24.1. the National Film Centre;

24.2. the Culture Information Systems Centre;

24.3. the National Cultural Heritage Board;

24.4. the National Archives of Latvia;

24.5. the Latvian National Centre for Culture;

24.6. the National Library of Latvia;

24.7. the Latvian Library for the Blind;

24.8. the National History Museum of Latvia;

24.9. the Museum of the History of Riga and Navigation;

24.10. the Museum of Writing and Music;

24.11. the Latvian National Museum of Art;

24.12. the Association of Memorial Museums;

24.13. the Ethnographic Open-air Museum of Latvia;

24.14. Rundāle Palace Museum;

24.15. the specially protected cultural monument – Turaida Museum Reserve;

24.16. the Art Academy of Latvia;

24.17. Jāzeps Vītols Latvian Academy of Music;

24.18. the Latvian Academy of Culture;

24.19. [28 November 2017];

24.20. [28 November 2017];

24.21. Jāzeps Mediņš Riga Secondary Music School;

24.22. Alfrēds Kalniņš Cēsis Secondary Music School;

24.23. Staņislavs Broks Daugavpils Secondary Music School;

24.24. Jelgava Secondary Music School;

24.25. [28 November 2017];

24.26. Jānis Ivanovs Rēzekne Secondary Music School;

24.27. the vocational education competence centre Ventspils Secondary Music School;

24.28. [28 November 2017];

24.29. the vocational education competence centre Riga Secondary School of Design and Art;

24.30. [28 November 2017];

24.31. Rēzekne Secondary School of Art and Design;

24.32. [28 November 2017];

24.33. the vocational education competence centre National Secondary School of Art;

24.34. the vocational education competence centre Liepāja Music, Art and Design Secondary School.

[*18 December 2012; 2 September 2014; 13 October 2015; 28 November 2017; 29 January 2019*]

25. The Ministry is a holder of State capital shares in the following capital companies:

25.1. joint stock company Riga Motion Pictures Studio;

25.2. [10 May 2005];

25.3. *valsts sabiedrība ar ierobežotu atbildību* *“Latvijas Nacionālais simfoniskais orķestris”* [State limited liability company Latvian National Symphony Orchestra];

25.4. *valsts sabiedrība ar ierobežotu atbildību “Valsts Akadēmiskais koris “Latvija””* [State limited liability company State Academic Choir “Latvia”];

25.5. *valsts sabiedrība ar ierobežotu atbildību “Latvijas Koncerti”* [State limited liability company Latvia’s Concerts];

25.6. [8 March 2004];

25.7. [10 May 2005];

25.8. [15 January 2008];

25.9. *valsts sabiedrība ar ierobežotu atbildību “KREMERATA BALTICA”* [State limited liability company KREMERATA BALTICA];

25.10. *valsts sabiedrība ar ierobežotu atbildību “Rīgas cirks”* [State limited liability company Riga Circus];

25.11. *valsts sabiedrība ar ierobežotu atbildību “Jaunais Rīgas teātris”* [State limited liability company New Riga Theatre];

25.12. *valsts sabiedrība ar ierobežotu atbildību “Dailes teātris*” [State limited liability company Daile Theatre];

25.13. *valsts sabiedrība ar ierobežotu atbildību “Latvijas Nacionālais teātris”* [State limited liability company Latvian National Theatre];

25.14. *valsts sabiedrība ar ierobežotu atbildību “Latvijas Leļļu teātris“* [State limited liability company Latvian Puppet Theatre];

25.15. *valsts sabiedrība ar ierobežotu atbildību “Daugavpils teātris”* [State limited liability company Daugavpils Theatre];

25.16. *valsts sabiedrība ar ierobežotu atbildību “Valmieras drāmas teātris*” [State limited liability company Valmiera Drama Theatre];

25.17. *valsts sabiedrība ar ierobežotu atbildību “Mihaila Čehova Rīgas Krievu teātris”* [State limited liability company Mikhail Chekhov Riga Russian Theatre];

25.18. *valsts sabiedrība ar ierobežotu atbildību “Latvijas Nacionālā opera un balets”* [State limited liability company Latvian National Opera and Ballet];

25.19. *valsts sabiedrība ar ierobežotu atbildību “Liepājas simfoniskais orķestris”* [State limited liability company Liepāja Symphony Orchestra];

25.20. limited liability company International Writers’ and Translators’ House.

[*10 May 2005; 18 October 2005; 15 January 2008; 25 June 2009; 2 March 2010; 13 October 2015*]

26. [10 May 2005]

Prime Minister: E. Repše

Minister for Culture: I. Rībena